

# Minutes of the Meeting of St. James P.C.C.

Monday 15<sup>th</sup> March 2021

## The meeting was held on Zoom due to Covid-19 restrictions

**Present:** Rob Powell, Johan Allen, Nick Burt, Liz Gibbons, Adam Seymour-Davies, Marcia Gordon, Ailie Neill, Alan Burrows, Lisa Burrows, Jacqueline Gray, John Talbot, Glynis Wilkinson, John Farebrother, Noah Reddie, Stephanie Sulaiman.

1. **Welcome:** Rob welcomed everyone to the meeting and opened the meeting with a prayer.

2. **Apologies:** Millie Miller and Frances Christian.

3. **Minutes of the Previous Meeting:**

The minutes of the meeting from Monday 18<sup>th</sup> January 2021 were approved unanimously.

4. **Matters Arising from the Minutes:** None

5. **Finance Report:**

**a) Management Accounts:**

Alan presented the management accounts as at the end of February, which showed a small deficit. However, regular giving is once again encouraging and is slightly above budget.

Rob thanked Alan for his continued hard work with the finances.

**b) End of Year Accounts 2020**

Alan reported that all the paperwork has been submitted to our auditor for independent examination and we will be able to approve the accounts at our May meeting ahead of the APCM.

**c) Parish Giving Scheme**

Rob reminded members of the principles of the Parish Giving Scheme as presented by Gabby Parikh at our January meeting. There followed a discussion as to its possible benefits, namely, reduction of Gift Aid admin in the church office; potential annual increase in giving; and more regular receipt of Gift Aid payments from HMRC. Concern was expressed that we don't use the data to single out higher givers for thanks and praise.

Alan Burrows proposed that we register for the scheme with a view to introducing it in early 2022. This was seconded by John Talbot and approved unanimously.

6. **Roadmap to Freedom**

Rob presented a roadmap for exiting Covid restrictions and resuming normal church life at St James (see attached). Based on the government's target of offering all adults at least a first job by the end of July and the likelihood of lifting social distancing, the plan aims to resume full church activity by September.

However, it also allows for numerous possible steps along the way in an incremental and phased opening up. Much helpful discussion followed and a variety of views were expressed, with everyone eager to resume normal church life just as soon as is safely possible, balancing both public health concerns and spiritual needs. It was agreed that the roadmap be accepted and kept under review as the weeks and months proceed towards the summer, keeping a close eye on further government statements and paying attention to what other churches in the deanery and diocese are doing.

**Pause for Prayer**

7. **Buildings:**

**a) Quinquennial Inspection Job List**

Rob reported that more items had been completed on the list and further quotations for some of the remaining items were currently awaited.

**b) Building for the Kingdom**

Nick presented a proposed timeline for work on the project for the next few months, as follows:

- 11 March: Working Group (WG) meet with our architect (JBKS) for feedback and discussion on the latest set of drawings.
- 15 March: Brief PCC on progress and timeline.
- 14 April: WG and JBKS meet with Diocesan Advisory Committee (DAC).
- April: any updates following DAC initial comments.
- 30 April: cut-off date for WG comments to JBKS.
- Early May: any further updates.
- 15 May: WG and JBKS consult with PCC.
- May/June: any updates following PCC comments/reaction.
- May/June: Initial Planning Appraisal? *[awaiting info and quotes from JBKS]*
- May/June: JBKS Costings and outline Construction Programme.
- Mid-May: Strategic Outline Business Case recommences.
- Mid-June: Feasibility Study complete.
- End-June: Strategic Outline Business Case complete.
- 19 July: PCC approve Feasibility Study.
- 19 July: PCC approve Strategic Outline Business Case.
- End-July -> end-Sept: DAC approves Strategic Outline Business Case *[DAC does not meet in August]*
- Sept/Oct: consultation/engagement with the Church Family.
- End-Sept: earliest date to appoint Architects for RIBA Stage 2.

### **8. Annual Parochial Church Meeting (APCM)**

Rob proposed that this year's meeting take place on Monday 24<sup>th</sup> May, 8pm in church with a reduced reports booklet produced due to the lack of many activities in 2020 on account of Covid. We will need to elect the following:

2 Church Wardens

4 PCC members for a 3 year term

2 PCC members for a 1 year term

3 current members will have completed one 3 year term and could stand for re-election: Millie Miller, Peter Neill and Lisa Burrows. Adam Seymour-Davies will have completed two consecutive 3 year terms and should therefore stand down for at least a year.

### **9. Safeguarding**

There had been no safeguarding incidents to report.

### **10. A.O.B - none**

Future Dates

10<sup>th</sup> May – PCC

15<sup>th</sup> May – PCC consultation on Building for the Kingdom

24<sup>th</sup> May – APCM

19<sup>th</sup> July – PCC

13<sup>th</sup> September – PCC

The meeting concluded at 9.50pm with the Grace.